

Glenn F. Burton Elementary School

BURTON GEO PROGRAM

2004-2005

Thank you all for a wonderful first week of GEO last week. We have only four more weeks to go before we end our first session on September 24th. You will have one week off between the end of session I and the beginning of October Intersession

There are a few details that need to be tended to this week:

- Please get me a copy of last weeks attendance record for your classes
- Please make a new list for each teacher of your classes with newly added students on them.
- Keep weekly attendance records!
- Payroll will be faxed on Thursday evening. Please see me to fill out your timesheet so you can get paid.

ELL Teachers:

- Please get me a copy of last weeks attendance record for your classes
- Keep weekly attendance records
- Payroll will be faxed on Thursday evening. Please see me to fill out your timesheet so you can get paid.

Fall Break Intersession:

- October 4th-7th (Monday through Thursday)
- Times to be determined
- Thematic Units
- Proposal form submitted by Monday, October 13th (including the following)
 - P.O.'s for supplies and materials
 - P.O.'s for field trips (admission, etc) (related)
 - Schedule bus if needed
 - Schedule sack lunch for field trip if needed.
- Parent Night on Thursday, October 7th, 5pm-8pm?

End of session General Information Sheet:

- Please fill out the attached form and turn in at the end of your first session and at the end of October Intersession.
- This information will be used for the end of year report for the Arizona Department of Education.